

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Remarks on 1985 Program

FROM:

EU/DDA

EXTENSION

NO.

DATE

25 April 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

2.

ADDA

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All:

The attached is for the pre-Program meeting on Tuesday, 26 April at 1330 hours.

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*filed*  
*Work*  
*pls.*

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DDA REMARKS ON 1985 PROGRAM

I. OVERALL GOAL

- A. CONTINUES TO BE THE PROVISION OF TIMELY, RESPONSIVE, EFFECTIVE, AND EFFICIENT CENTRALIZED ADMINISTRATIVE SUPPORT FOR THE AGENCY'S COLLECTION AND PRODUCTION PROGRAMS.
- B. AT THE SAME TIME, THE DIRECTORATE OF ADMINISTRATION IS STRIVING TO OBTAIN SUFFICIENT RESOURCES TO UPGRADE LONG NEGLECTED FACILITIES, EQUIPMENT, AND AUTOMATED INFORMATION HANDLING SYSTEMS.

II. DCI GUIDANCE PERTAINING TO THE DIRECTORATE OF ADMINISTRATION PROGRAM

- A. WE MUST SUCCESSFULLY COMPLETE THE REBUILDING EFFORTS ALREADY UNDER WAY.
- B. FUTURE INVESTMENTS MUST BE SUPPORTED BY CLEARLY DEFINED NEEDS.

III. HIGHLIGHTS OF THE 1985 PROGRAM

A. CONTINUE COMMUNICATIONS RECAP PROGRAM.

- 1. AGENCY'S PRIORITY NEED.
- 2. UPGRADING COLLECTION/PRODUCTION SYSTEMS WORTH NOTHING WITHOUT AN EFFECTIVE COMMUNICATIONS SYSTEM.
- 3. WE ARE NOW PAYING FOR YEARS OF NEGLECT.
- 4. NECESSITY RELATING TO OUR  ROLE.

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B. CONSTRUCTION OF NEW BUILDING.

- 1. SPACE PROBLEMS/NEEDS HAVE BEEN PERVASIVE THROUGHOUT MY TENURE AS DDA.
- 2. COSTS/INEFFICIENCIES OF OPERATING UNDER CURRENT DISPERSAL (SECURITY, COMMUNICATIONS, TRANSPORTATION, MAIL AND COURIER).

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3. POSITIVE IMPACT ON MORALE IMMEASURABLE.
  - C. UPGRADING OUR CENTRAL COMPUTER SYSTEM.
    1. EXPLOSION IN THE USE OF AUTOMATED DATA PROCESSING SYSTEMS THROUGHOUT THE AGENCY.
    2. DEMANDS OF ANALYSTS--PROJECT SAFE.
    3. DEMANDS OF THE COMMUNITY--CAMS II.
    4. SUBSTANTIAL SUPPORT COSTS FOR INSTALLATION AND RELOCATION OF TERMINALS AND WORD PROCESSORS--OFFICES OF DATA PROCESSING, LOGISTICS, AND COMMUNICATIONS.
  - D. REVITALIZATION OF SUPPORT INFRASTRUCTURE.
    1. PRESSING NEED FOR A NEW FULLY AUTOMATED PAYROLL SYSTEM.
    2. REQUIREMENT FOR NEW AIRCRAFT--SAFETY, EFFICIENCY, AND EFFECTIVENESS ALL COME INTO PLAY.
    3. LIMS WILL ALLOW US TO UPGRADE LOGISTICS ACQUISITION, PROCESSING, AND INVENTORY RESPONSIVENESS AS WELL AS ACCOMMODATE FINANCIAL REQUIREMENTS SUCH AS THE PROMPT PAY ACT.
  - E. MAINTAIN A VIABLE AND DEPENDABLE WORLDWIDE SECURITY PROGRAM WHICH PROVIDES THE NECESSARY DEGREE OF PROTECTION FOR OUR PERSONNEL, FACILITIES, AND ACTIVITIES.
- IV. SIGNIFICANT BASE LEVEL CHANGES
- A. SMALL INCREASE TEMPORARY/PART TIME FTE WITH ASSOCIATED FUNDS.
  - B. INCORPORATED FUNDS FOR RENOVATIONS AND BACKFILL MOVES.
  - C. MONIES FOR INSTALLATION OF WORD PROCESSORS AND WANG SUPPLIES.
  - D. MORE FUNDS
  - E. FUNDS INCREASED FOR UNCLASSIFIED TELEPHONE SERVICE AND COMMO NETWORK EXPENDABLES.

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